

# New Charter Orientation: Things to know

## Agenda

- Data Submissions
- Payments
- Budget

## Agenda (continued)

- Data Submissions
  - Important Dates
  - Common Logon
  - LEA Calendar
  - Charter Estimated Counts
  - SAIS
  - Help
  - Updates and other help

## Agenda (continued)

- Charter Payment
  - Payment Schedule
  - Equalization Assistance
  - Charter Payment
  - Payment Reports
  - Char 55-1
  - Char 64-1
  - Forms to fill out
- Budget
  - Budget Forms and Due Dates

### **Important Dates**

- Sign Charter Contract with Arizona State
   Board for Charter Schools Before July 1 for
   the following school year
- Obtain a CTDS number Before July 1 for the following school year
- School Calendar Due by July 6
- Estimated Counts First Cutoff is July 12
- SAIS First upload within the first 20 days of school

### Common Logon

- Common Logon is where all of the applications are stored, from AZELLA Corrections/SDELL Reports to Student Detail Data Interchange to Grants Management.
- Every user must have their own username and password. Contact ADE Support (<u>ADESupport@AZED.gov</u>) for assistance in setting up users.
- Business Managers or higher can request access for new employees and remove access for employees who no longer work for the charter.

### LEA Calendar

- Every Charter Holder must submit a calendar
  - ARS § 15-801 Required Holidays off (July 4, December 25, Thanksgiving, Veterans' Day)
  - ARS § 15-901 A(1)(a) Defines minimum instructional time or minimum instructional days.
- LEAs cannot manually modify the calendar after September 1<sup>st</sup>, you need to fill out a <u>Calendar</u> <u>Change Request</u>.
- The Charter Holder must have a calendar in place before you can put a calendar in for schools.

#### **Charter Estimated Counts**

- What are they?
  - Charter Estimated counts are an estimate of the total ADM that you will receive during the school year.
- Why do I need them?
  - ADE uses this amount to calculate payments until your 40<sup>th</sup> day.
- How do I estimate?
  - This is not a "head count" of the students you have enrolled. You will submit the estimated number of students on Charter Estimated Counts in Common Logon. Example: You have 100 students enrolled but estimate 80 ADM. You would upload 80 students to Charter Estimated Counts.
- When do I have to have them uploaded by?
  - The next opportunity to upload or make changes to your Estimated Counts is August 5<sup>th</sup> and the window will close August 15 at 4:30 PM.

#### SAIS

- What is it and why do I need it? I have my own Student Management System SMS (or Student Information System, SIS)?
  - SAIS is ADE's statewide Student Information System. We use this system to collect student enrollment data for all students attending a public school in Arizona and to calculate your monthly equalization payment and other program areas use the data it stores too (Federal monies, Federal reporting, A-F Letter Grades, etc.)
- Ok, so how many times do I have to send ADE data?
  - Student data must be sent to ADE at least every 20 school days. (A.R.S. § 15-1042(H))
- My SMS shows a higher ADM than SAIS.
  - We pay based on the information that is in SAIS. Please see (<u>Beginner</u> AND <u>ADVANCED</u>) for understanding the reports that we use.
- 40<sup>th</sup> and 100<sup>th</sup> day ADM comes from student data in SAIS that passes Integrity\*

<sup>\*</sup>There will be a separate SAIS Presentation in the Fall.

## I Need Help!!!

- Who do you call for help?
  - You can contact your School Finance Account Analyst (<u>Account Analyst List</u>)
- I need more help! My school isn't on that list!
  - This list is organized by the Charter Holder name. It is not listed by the school site name.
- I still need more help!! My Charter Holder isn't on the list either!
  - In the instance where this happens, please contact the School Finance Inbox at <u>SchoolFinance@AZED.gov</u> to be assigned an Analyst.
- I still need even more help, my analyst isn't in the office!!!
  - You can contact our main phone line at 602-542-7885 for assistance.

## School Finance Updates

- School Finance puts out so much information, and my boss never forwards it to me. How can I get that information?
  - Hot Topics on Website
  - School Finance Distribution List
    - Follow this <u>link</u> to sign up.
  - IT Bulletin Board
    - This will tell you when Integrity and Aggregation will run.

## Other Help

- I am getting enough help from my account analyst. How can I get in contact with other Local Education Agencies (LEAs) and discuss Best Practices?
  - Arizona State Board for Charter Schools (ASBCS)
  - Arizona Charter School Association (ACSA)
  - Arizona School Computer Users Support (ASCUS)
  - Arizona Association of School Business Officials (AASBO)

## Charter Payment

## Payment Team Mission

To calculate and disburse payments in compliance with statute

 To help charters gain a better understanding of payment calculation and reporting

## **Equalization Payment Schedule**

| • 8/1/2013  | 1 | 8.33% |
|-------------|---|-------|
| • 9/3/2013  | 2 | 8.33% |
| • 10/1/2013 | 3 | 8.33% |
| • 11/1/2013 | 4 | 8.33% |
| • 12/2/2013 | 5 | 8.33% |
| • 1/2/2013  | 6 | 8.33% |

## **Equalization Payment Schedule**

| • 2/3/2013  | 7  | 8.33% |
|-------------|----|-------|
| • 3/3/2013  | 8  | 8.33% |
| • 4/1/2013  | 9  | 8.33% |
| • 5/1/2013  | 10 | 8.33% |
| • 6/2/2013  | 11 | 8.33% |
| • 6/30/2013 | 12 | 8.33% |

## **Equalization Assistance**

 The amount of money that the state provides to charters is shared equitably among the charters.

## Charter Payment

- Charter payment calculation based on current year ADM, SPED ADM and ELL ADM.
- The major components used in funding calculation:

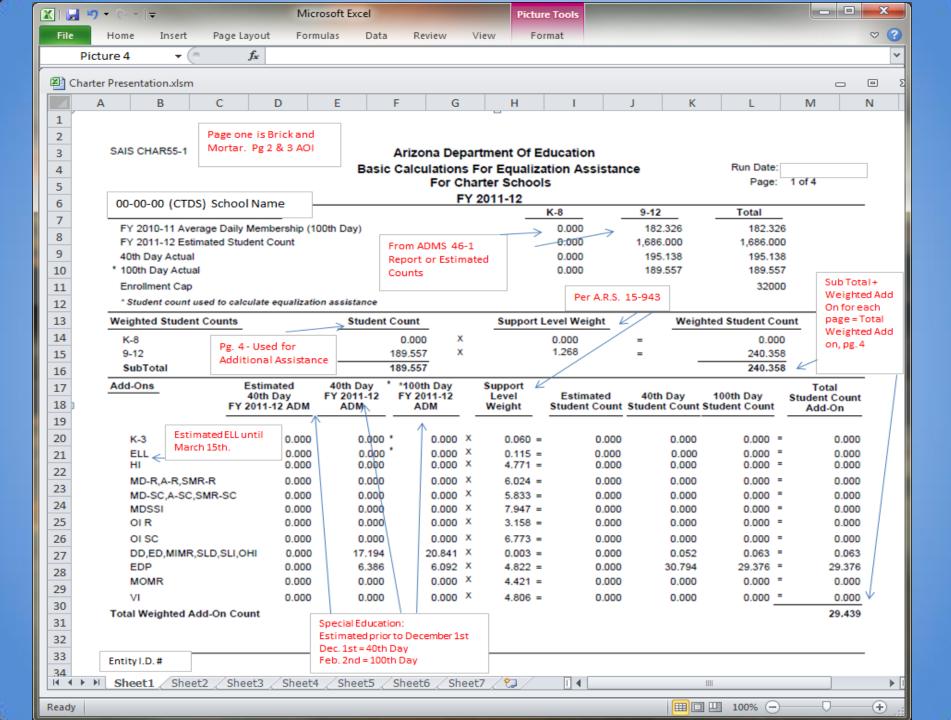
Basic support level

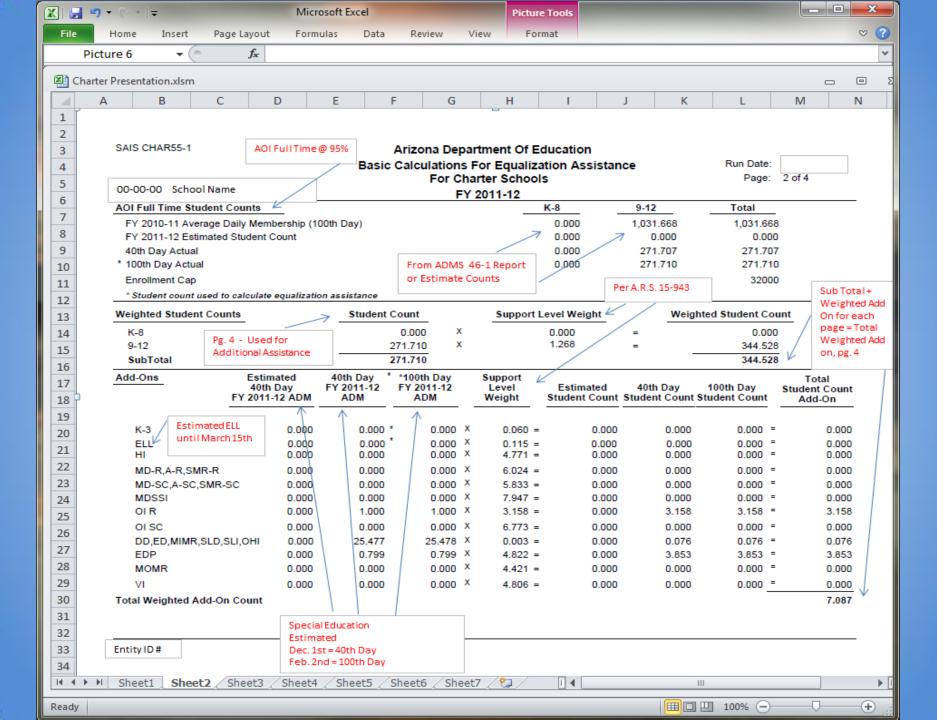
Additional assistance

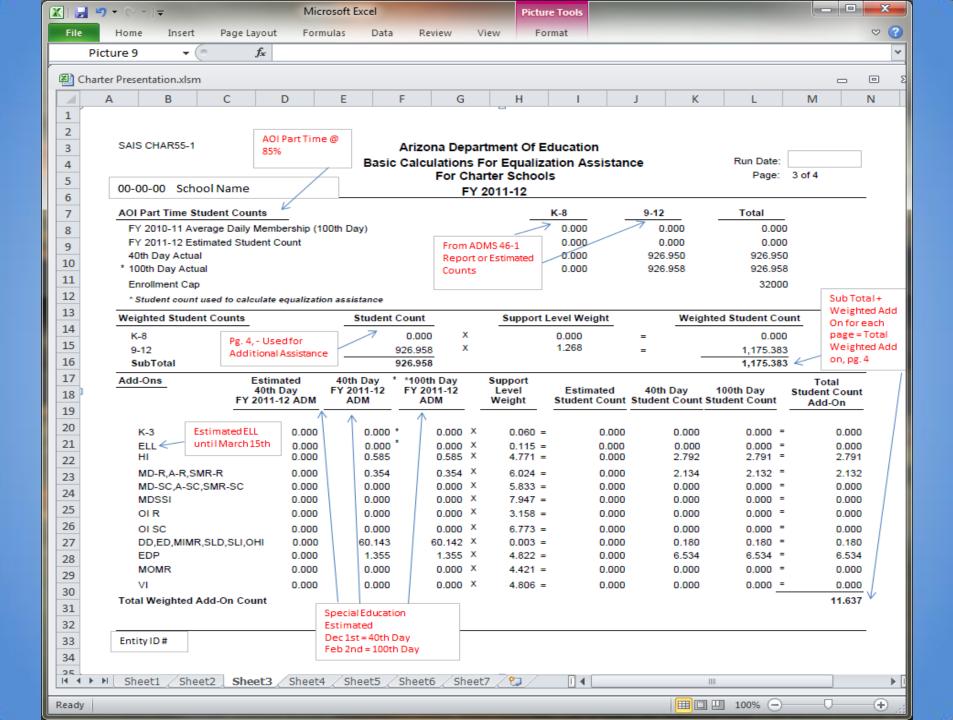
### Payment Reports

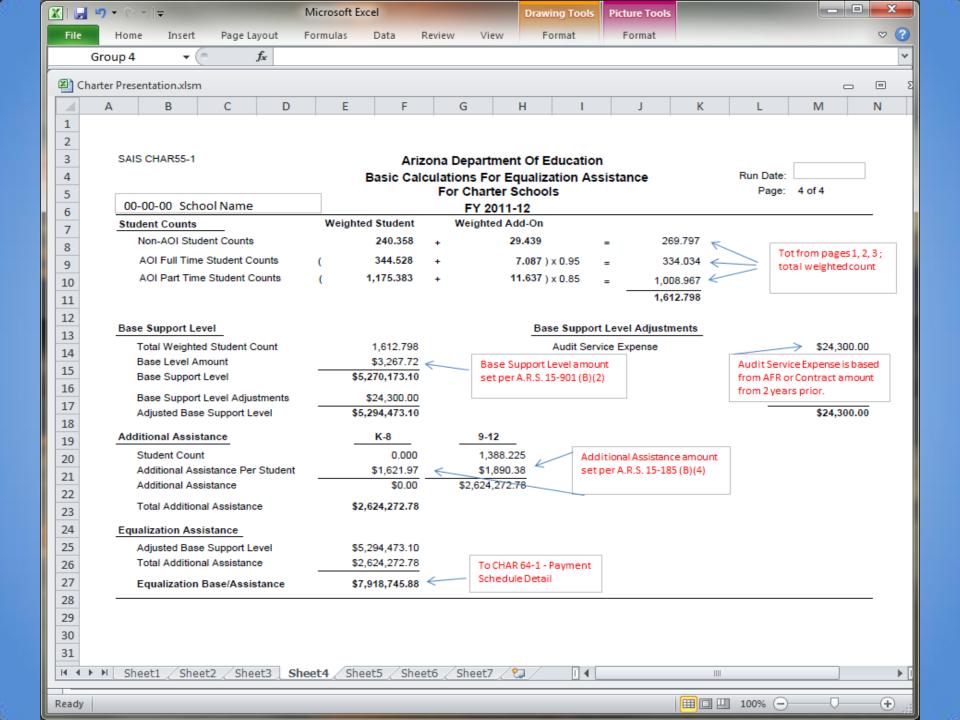
- CHAR 55-1 Equalization Base Support Level,
  Additional Assistance, Equalization assistance
  - ADMS 46-1 ADM State Aid Report
  - SPED 28 Student ADM
  - ELL 28-1 Student ELL Counts

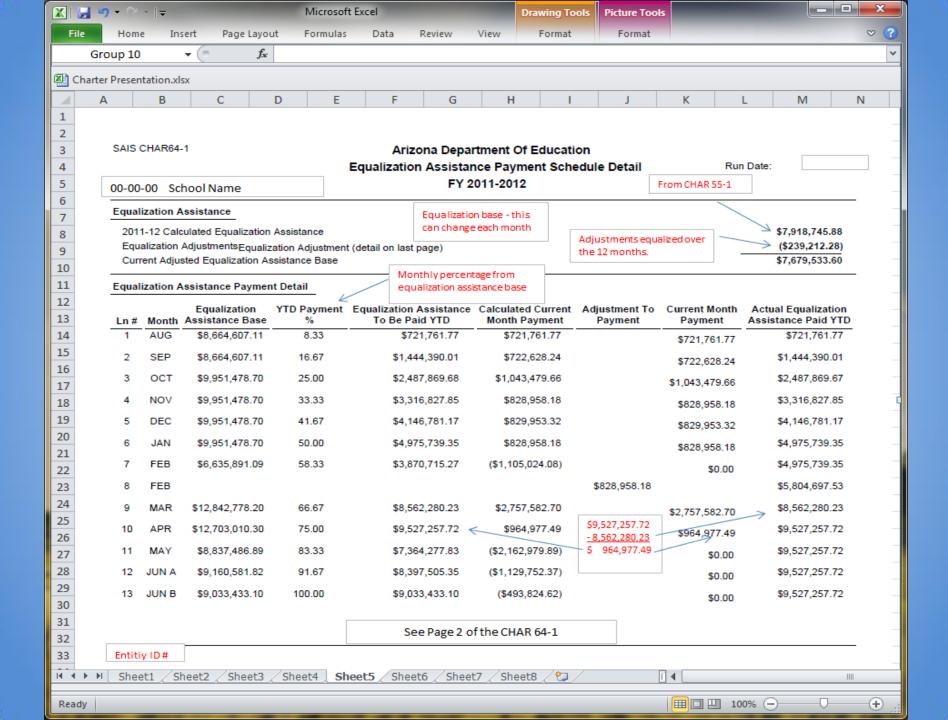
CHAR 64-1 – Payments Report

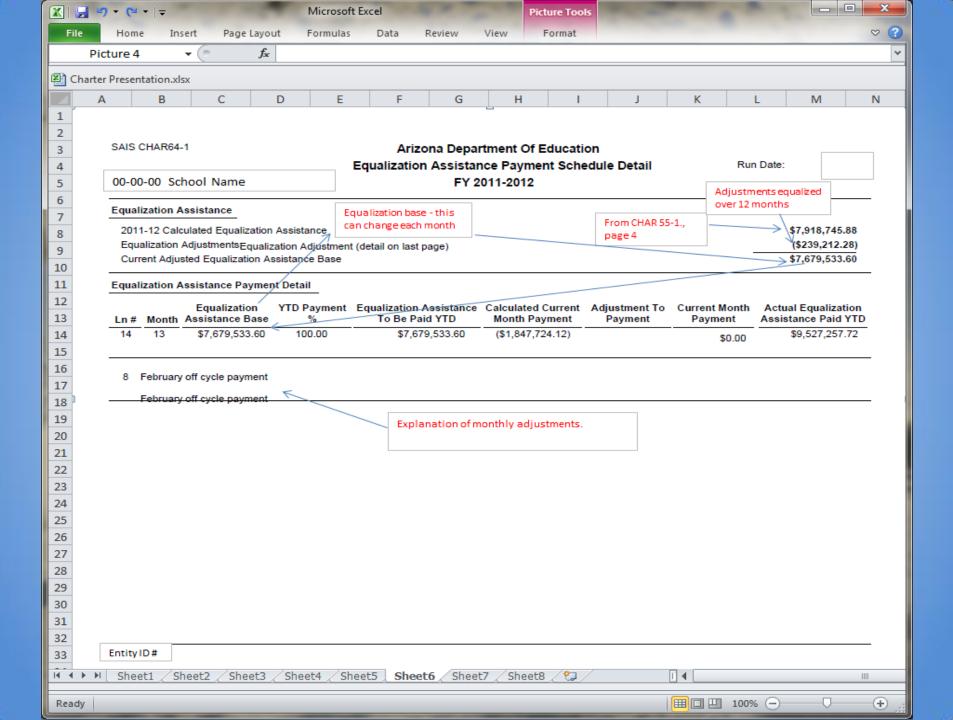


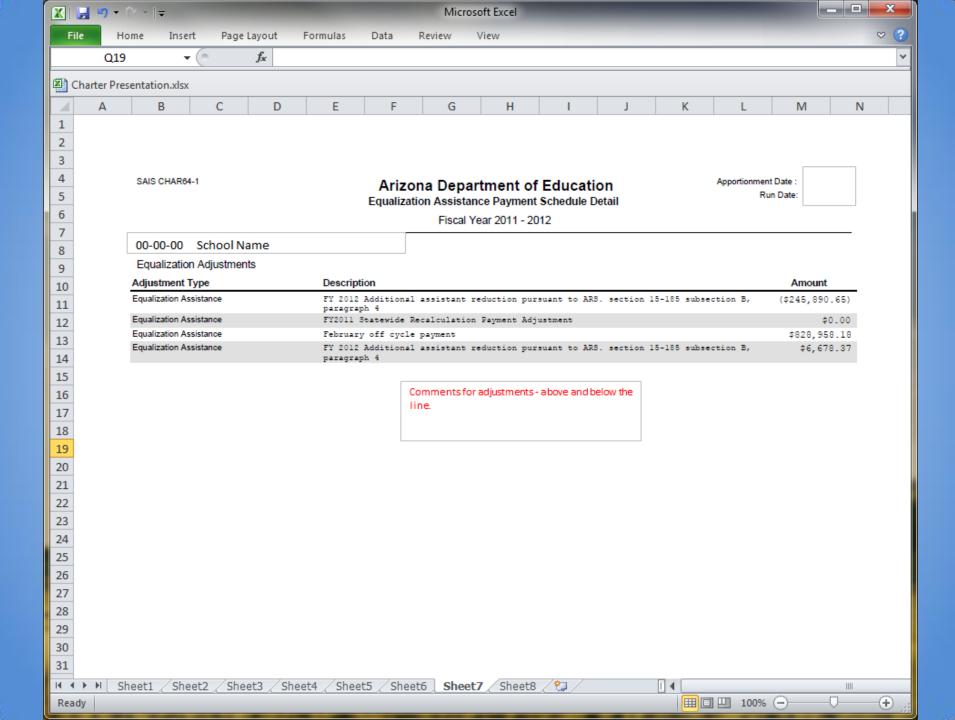












## Resource for Payments

- Payments
  - Barbara Axe, 602-542-8248
    - Barbara.Axe@azed.gov

## Setting up a New Charter - Forms You'll Need

Arizona State Treasurer's Office Forms

http://www.aztreasury.gov/forms/

**Distribution Recipients** 

Lorraine Jones (602) 542-7818

**Distribution Recipient Banking Form** 

## Setting up a New Charter - Forms You'll Need

- Arizona Department of Administration –
  General Account Office
  - http://www.gao.az.gov/onlineforms/default.asp
  - ACH Vendor Authorization Form to set-up Automated Payment Processing
  - GAO W-9 Form (Vendor Authorization Form)

## Budget

## **Budget Forms Required**

- Fiscal Year Budget Expenditure Files
  - Expenditure Budget
  - Budget Worksheets
  - K3 Reading Budget
- Prior Year Actual Expenditure Files
  - Annual Financial Report (AFR)
  - Food Service AFR
  - Charter School Current Expenses on a School-by-School Basis
  - Classroom Site Project Narrative Summary

#### Calendar & Due Dates

| What                                | Approved By           | Upload By             | Web site Posting Required |                             |
|-------------------------------------|-----------------------|-----------------------|---------------------------|-----------------------------|
| Proposed Budget *                   | July 5 <sup>th</sup>  | July 5th              | Yes **                    | Minimum 10 day<br>before    |
| Meeting Notification                | July 5 <sup>th</sup>  | July 5th              | Yes **                    | meeting to adopt the budget |
| Adopted Budget *                    | July 15 <sup>th</sup> | July 18 <sup>th</sup> | Optional                  |                             |
| K3 Reading Budget                   | October 1st           | October 1st           | No                        |                             |
| Annual Financial<br>Report (AFR) *  | October 15th          | October 15th          | Yes **                    |                             |
| Current Expenses by School          | November 1            |                       | No                        |                             |
| Classroom Site Project<br>Narrative | November<br>15th      |                       | No                        |                             |
| Final Budget Revision *             | May 15th              | May18th               | Optional                  |                             |

<sup>\*</sup> Budget & AFR files: email scan of Board approved coversheet within 5 days

<sup>\*\*</sup> Email a link of the Charter webpage containing the link

## In Closing...

- We are here to assist you.
- The School Finance Mainline is 602-542-5695.
- The School Finance Inbox is SchoolFinance@azed.gov.

Questions???